

Macomb Community Action Advisory Board  
Planning and Evaluation Committee Meeting  
January 28, 2010

The Macomb Community Action Advisory Board Planning and Evaluation Committee met on Wednesday, January 28, 2010, in the Michigan Works! Conference Room, 21885 Dunham Road, Suite 11, Clinton Township.

MEMBERS PRESENT:

Denise Amenta, Chair  
Commissioner Susan Doherty  
Jessica Cheshire-Stone  
Eudora McKinney  
Hazel Rivers  
Commissioner Jeff Sprys

MEMBERS EXCUSED:

Norm Bordo  
Ron Chriss  
Jeff Jantz  
Nellie Martin

STAFF PRESENT:

Frank Taylor  
Mary Solomon  
Joseph Cooke  
Kathleen Nicosia

1. Call to Order

The meeting was called to order by Chair Amenta at 11:55 a.m.

2. Determination of a Quorum

It was determined that a quorum was established with 6 members present.

3. Recommendation to approve the Agenda

Commissioner Doherty, supported by Hazel Rivers, made a motion to approve the Agenda as submitted. Motion carried.

4. Public Comment

Chair Amenta stated that this committee operates under the Open Meetings Act and asked if anyone was present who wished to address the Committee. There being no one present requesting this privilege, Chair Amenta proceeded with the meeting.

5. Recommendation to approve the November 18, 2009 minutes

Hazel Rivers, supported by Eudora McKinney, made a motion to approve the November 18, 2009 minutes. Motion carried.

6. Recommendation to receive and file the Head Start Report

- Head Start Director Report- Kathleen Nicosia, Director, reported:
  - The Self-Assessment process is completed and will be presented at the next Head Start Policy Council for approval.
  - Staff is currently working on the Priority Grid for the Early Head Start Program.
  - Early Head Start Program – Kathleen provided the committee with additional details regarding the Early Head Start Program, and the role of the community partners that are involved.
- Policy Council Update – Kathleen Nicosia, Director
  - Kathleen presented the November Head Start Policy Council minutes and asked members to review them at their convenience.

Commissioner Doherty, supported by Hazel Rivers, made a motion to receive and file the Head Start Report and the Policy Council Update. Motion carried.

7. Recommendation to Receive and File the Program Reports

Mary Solomon reviewed the Program Component reports and provided a summary of activity levels and highlights that took place during the months of November and December 2009.

Eudora McKinney, supported by Hazel Rivers, made a motion to receive and file the Program Component reports. Motion carried.

8. Recommendation to Receive and File the Weatherization Progress Report

Joe Cooke, Community Operations Coordinator, presented information on the current status of the Weatherization program. In addition, he presented a sample Client Education kit to each board member so they could see what our customers receive. He explained the energy saving benefits of each product.

Hazel Rivers, supported by Commissioner Doherty, made a motion to receive and file the Weatherization Progress Report. Motion carried.

## 9. Emerging Issues

- Madeleine Olszak reminded the committee that the Walk for Warmth event will be held on February 20, 2010 at St. Therese of Lisieux church, Shelby Township. Pledge sheets and flyers are available in the administration office.
- Mary Solomon reminded the committee that the Food Program's Elimination Raffle event will be held on Thursday, March 11, 2010 at the Italian American Cultural Center, Clinton Township. Flyers were distributed.

## 10. Other Business

- Mary Solomon announced that Madeleine Olszak will be retiring on January 29, 2010 after 32 years of service with the County. An Open House will be held that day in her honor. Flyers detailing the event were distributed to committee members.

## 11. Schedule Next Meeting

The next meeting of the Program Planning & Evaluation Committee is scheduled for 11:30 a.m. on February 25, 2010 (MI Works! Conference Room – Verkuilen Bldg., Suite 11)

## 12. Adjournment

Hazel Rivers, supported by Jessica Cheshire-Stone, made a motion to adjourn. Motion carried.

The meeting adjourned at 1:15 pm.

Respectfully submitted,

Mary Solomon, Assistant Director